CLINICAL INSTRUCTOR MINI-MANUAL

OHSU Radiation Therapy Program

The Radiation Therapy Program at OHSU operates as a free-standing bachelor's degree program within the School of Medicine. The Program provides a 24-month competency-based education consisting of both a didactic and clinical curriculum. The Program has its own established and approved admission and graduation requirements, and has primary responsibility for designing and implementing the education program, procedural guidelines and regulations deemed necessary to carry out the Program's educational objectives.

The Clinical Instructor Mini-Manual was created as an abridged version of the Clinical Instructor Handbook for relevance and clarity. This is a quick reference guide for clinical instructor expectations and provides short policy descriptions. Full policy definitions and additional background information can be found in the Handbook.

[Radiation Therapy Program Website](#)

Accreditation

The OHSU Radiation Therapy Program is accredited by the **Joint Review Committee on Education in Radiologic Technology (JRCERT)** and meets the requirements for national board certification. As a graduate of a JRCERT accredited program, students are eligible for national board certification through **The American Registry of Radiologic Technologists (ARRT).** Upon achieving national ARRT board certification, students are eligible for individual state licensure as required by each distinct state.

JRCERT Contact

The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
Phone: 312-704-5300 **Email:** https://www.jrcert.org/ and/or mail@jrcert.org

Contact Information

Program Director
Kristi Linnea Tonning, Ph.D., MS, R.T.(T)
Work: (503) 494-6708
Email: tonning@ohsu.edu

Clinical Coordinator
Maria Trinidad Thompson, MS, R.T.(T)
Work: (503) 494-3445
Email: thommaria@ohsu.edu

Clinical Instructor Expectations

Expectations for effective clinical instruction:

- Professional competence, expert knowledge, and demonstrable clinical competence
- Skills in clinical teaching which include effective communication skills and positive interpersonal relationships
- The ability to collaborate with the program and the students in a manner that demonstrates respect, is free of bias and discrimination, is supportive of students and provides equitable accessibility to learning experiences
- Sets guidelines and expectations of the student at the clinical site and regularly checks in with the student to discuss progress
- Communicates with the program regarding student progress

The clinical instructor/student relationship must remain professional at all times, and conversations should consist of appropriate discussion topics. Conversations should be free of profane language, political opinions, bias, and not be derogatory in nature. Spending time with students outside of clinic is highly discouraged.

Clinical Instructor/Preceptor Check List

The terms **clinical instructor** and **clinical preceptor** can be used interchangeably with regard to those involved in student clinical education and instruction. The **clinical supervisor** is the clinical lead recognized by the JRCERT as the clinical site supervisor. Expectations for effective clinical instruction include:

- ☐ Provide an introduction to the team and a clinic tour during the first week of the term
- ☐ Review term/year specific clinical objectives and site specific clinical expectations within the first two weeks of the term
- ☐ Provide teaching and explanation for treatment equipment, software and treatment techniques
- ☐ Supervise students according to programmatic and JRCERT standards
- ☐ Approve weekly time logs on www.Trajecsys.com
- ☐ Provide access to patient treatment information so students may complete patient logs
- ☐ Complete a midterm and final evaluation
- ☐ Meet with the student to discuss the midterm/final evaluation prior to the clinical coordinator midterm/final onsite visit
- ☐ Meet with the clinical coordinator to discuss student progress during clinical onsite visits
- ☐ Reach out to the Program Director and Clinical Coordinator if any student related issues arise
- ☐ Work with the program, student and clinic to support Clinical Action Plans
- ☐ Submit competency evaluations, regardless of pass/fail for each competency attempt (senior year)
- ☐ Work with the program to host students for Fall, Winter, Spring and Summer clinical rotations
- ☐ Communicate promptly with the Program Director and Clinical Coordinator if that facility will not be able to host a student

Clinical Instructor Policy Reference Guide

For full policy descriptions and additional information, you can access the Clinical Instructor Handbook [here](#).

Student Attendance

Students must adhere to programmatic clinical attendance policy. Per JRCERT requirements, clinical hours are recognized between 5:00 AM- 7:00 PM, Monday-Friday. Students are expected to be in clinic for a full 8 hour day but may not exceed 10 hours in any one day. During the COVID-19 global pandemic, the JRCERT is allowing programs to make exceptions to these guidelines on a case by case basis. Students who are asked to leave earlier than 7 hours are required to notify the program of their early release. Clinical supervisors can release students early as they see fit, but should explore any potential learning opportunities for the student so they may fulfil their clinical education requirements. Attendance is tracked via [Trajecsys.com](#). Clinical preceptors should approve time weekly and verify accuracy.

There is a no cell phone policy during clinical hours.

Objectives by Term

Objectives by term can be found on [Trajecsys.com](#) under 'documents'. It is the student's responsibility to set a meeting with their clinical supervisor during the first two weeks at their clinical site. During the meeting the student should discuss the objectives for the term, and the clinical supervisor may add additional expectations they see fit.

Evaluations

Each clinical rotation has a requirement of two evaluations (a midterm and a final). It is the student's responsibility to request an evaluation prior to their meeting with the clinical coordinator. Meetings are scheduled a week or more in advance and typically occur during week 5 and week 11 of the term. The clinical coordinator will share clinical visit schedules with the clinical supervisors at least a week in advance. The clinical visit will consist of observation on the assigned treatment machine and an oral exam. Space for the clinical coordinator and student to meet will be requested for the oral exam. Evaluations are found on [Trajecsys.com](#) and correspond with the year, term and machine/simulation rotation. The Clinical Rotation Policy can be found in the [Clinical Instructor Handbook](#).

Patient Logs

Students must complete patient logs during their time in clinic. Through Trajecsys.com, students are expected to log relevant treatment information for each patient they observe. Students are instructed to spend no more than 15-20 minutes per day completing these logs. Spending multiple hours in a day to catch up on patient logs is unacceptable. Students must always comply with HIPAA regulations.

ARRT Required Competencies

The American Registry of Radiologic Technologists (ARRT) Didactic and clinical competency requirements are mandatory for graduation and board exam eligibility. The full list and details can be found [here](#). During senior year, students must complete a minimum of six treatment machine or

Kristi Tonning, Director | tonning@ohsu.edu | ☎ : 503.494.6708

Maria Thompson, Clinical Coordinator | thommaria@ohsu.edu | ☎ : 503.494.3445

[www.ohsu.edu/radiation_therapy](#) |

simulation competencies each term. Consideration is given for low census, but students must be in communication with the clinical coordinator regarding any barriers to completion. Our competency completion policy and process can be found in the [Clinical Instructor Handbook](#).

Supervision Requirements

According to the JRCERT, direct supervision assures patient safety and proper educational practices. **All radiation procedures require direct supervision.** The JRCERT defines direct supervision as student supervision by a qualified practitioner (e.g., registered radiation therapist, credentialed medical physicist, licensed radiation oncologist) during all aspects of the procedure. The JRCERT defines direct supervision as student supervision by a qualified practitioner who: is physically present during the conduct of the procedure, and reviews and approves the procedure and/or image. All student work must be checked by a certified radiation therapist, dosimetrist, physicist or physician before treatment is given. Supervision of students over closed-circuit monitor(s) is not acceptable.

Safety

During the first week of clinical placement, students must complete an Emergency Procedure Knowledge Assessment. This helps orient the student to specific environmental safety policies of the department. This is a JRCERT requirement for every student at each clinical site during the orientation period. Students may look to their clinical supervisor for guidance. If a student experiences a needle stick injury while in clinic the program must be notified and the Needle Stick Policy will be followed. Radiation badges will be provided by OHSU for each student and must be worn at all times in the clinical areas.

Quick Links

- [ARRT Competency Requirements](#)
- [ASRT Radiation Therapy Curriculum](#)
- [JRCERT](#)
- [OHSU Radiation Therapy Program](#)
- [OHSU Radiation Therapy Program Student Handbook](#)
- [Trajecsys](#)

Conclusion

The OHSU Radiation Therapy Program reserves the right to update any information in the clinical instructor handbook and the clinical instructor mini-manual based on policy, process, or curricular revisions at any time during the academic year. The handbook and mini-manual will be distributed at the beginning of each term, with the expectation that each clinical instructor has access to an electronic copy. Additionally, the mini-manual can be located on Trajecsys.com under the 'documents' section.

The OHSU Radiation Therapy Program has a profound appreciation for each of our clinical sites and clinical instructors as the program and student training could not be possible without each of you. We look forward to continued collaboration!